

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

REAL ESTATE APPRAISAL EXPERIENCE ROSTER

DUPLICATE THIS FORM BEFORE COMPLETING. SUBMIT A SEPARATE FORM FOR EACH CALENDAR YEAR IN WHICH EXPERIENCE WAS ACQUIRED. This form may be completed on a spreadsheet as long as all required information is submitted.

SEE SAMPLE FOR EXPLANATION OF THE COLUMNS.

YEAR: _____

COMPLETE ADDRESS OF PROPERTY	DATE APPRAISAL SIGNED	APPRAISAL CODE (R OR C)	PROPERTY TYPE CODE	TYPE OF REPORT F (FORM # USED) N (NARRATIVE)	USPAP STANDARD(S) USED	APPROACH TO VALUE S C I	RECONCILIATION (Y OR N)	EXPERIENCE HOURS CLAIMED	Departure Provision (Y or N)

TOTAL HOURS FOR PAGE:
RESIDENTIAL _____
COMMERCIAL _____

Name of Applicant/Credential Holder (please print)

Date

Did anyone contribute professional assistance in the performance of the appraisal(s) noted above? ☐ Yes ☐ No
If yes, identify which appraisal(s) and the name(s) of the individual.

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SAMPLE ONLY

COMPLETE ADDRESS OF PROPERTY	DATE APPRAISAL SIGNED	APPRAISAL CODE (R OR C)	PROPERTY TYPE CODE	TYPE OF REPORT F (FORM # USED) N (NARRATIVE)	USPAP STANDARD(S) USED	APPROACH TO VALUE S C I			RECONCILIATION (Y OR N)	EXPERIENCE HOURS CLAIMED	Departure Provision (Y or N)
EXAMPLE: 123 Main St. Any town, USA	8/1/89	R	1	Form # Used	1989 USPAP 1 and 2	✓	✓		Y	10 hrs	N

Explanation of Columns:

- **COMPLETE ADDRESS OF PROPERTY:** List the street, city, and state of the property
- **DATE APPRAISAL SIGNED:** Month, Day, Year
- **APPRAISAL CODE:** R = residential; C = commercial
- **PROPERTY TYPE CODE:** Identify the property appraised by the following code:

Residential Category:

1. Single-Family
2. Multi-Family (2-4 units)
3. Vacant Land (1-4 unit residential)
4. Complex Residential*

Commercial Category:

5. Vacant Land
6. Agriculture
7. Multi-Family (5-16)
8. Multi-Family (17+)
9. Commercial Single-Tenancy*
10. Commercial Multi-Tenancy*
11. Industrial*
12. Institutional *

*Definitions of Types of Property Appraised:

- **Complex Residential Property:** Includes 1-4 unit residential property that is not typical for the market location or conditions, the appraisal of which presents an irregular, unusual or complicated problem. May include condominiums, cooperatives, mobile homes, townhouses, etc.
- **Multi-Family:** Apartments, condominium projects, and mobile home parks. NOTE: There are two separate categories of multi-family appraisals: (5-16 units) & (over 16 units)
- **Commercial Single-Tenant:** Office building, retail store, restaurant, service station, bank, day-care center, etc.
- **Commercial Multi-Tenant:** Office building, shopping center, hotel, etc.
- **Industrial:** Manufacturing plant, warehouse, etc.
- **Institutional:** Nursing home, hospital, school, church, government building, etc.

- **TYPE OF REPORT COMPLETED:** Form (Form # used) or Narrative (N).
- **USPAP STANDARD(S) APPLIED:** Identify the USPAP standard(s) applied (i.e. USPAP 1992 Standards 5 & 6).
- **APPROACH TO VALUE:** Please indicate the approach used: Sales Comparison (S); Cost (C); Income (I).
- **RECONCILIATION:** For each appraisal, please indicate Yes (Y) or No (N) if reconciliation was performed.
- **EXPERIENCE HOURS CLAIMED:** Record the number of hours spent in performing appraisal tasks for the specific property listed.
- **DEPARTURE PROVISION:** Effective 1/1/08, no more than 50% of the hours which were obtained from the performance of limited appraisals or from the performance of approvals in which the departure provision of USPAP was invoked may be included. (s. SPS 83.013(e), Wis. Admin. Code)